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ABSTRACT

The 1994 Work Program of the European Centre for the Development of Vocational Training reflected two priority areas of activity--qualifications and vocational training systems--and the expectations concerning the outcome of these activities at the European Union (EU) level. Projects carried out under the qualifications priority area had three aims: (1) to shed light on the coverage of and need for vocational qualifications; (2) to set up or improve information systems on qualifications within Member States or at EU level; and (3) to explore how companies draw up training programs. One section of the work carried out under the heading of vocational training systems was concerned with producing a continuous flow of up-to-date information on the structure, functioning, and development of the vocational training systems in the Member States through publication of 12 national monographs. A number of projects analyzed problems arising from the interactions between initial training systems, employment, and the labor market. Analysis of the need for vocational counseling among different categories of young people was completed. The project also sought to improve and strengthen cooperation between vocational training research institutions. Information, documentation, and publication services were also provided. (Appendixes include data tables, diagrams, and lists of Management Board members, staff, and 1994 publications.) (YLB)

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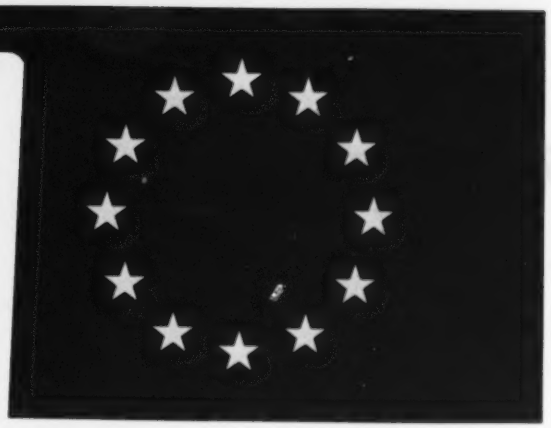

Vocational training in the European Commnuity 1994

Annual report 1994

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CEDEFOP

Annual report 1994

Annual Report 1994
approved by the Management Board at its meeting
on 23 March 1995

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The Centre was established by Regulation (EEC) No 337/75 of the Council of the European Communities, last amended by Council Regulation (EC) No 251/95 of 6 February 1995 and Council Regulation (EC) No 354/95 of 20 February 1995.

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Introduction

The 1994 Work Programme, on which this Annual Report is based, falls within the domain of the 1993-1997 Action Guidelines for the Centre's activities. Its emphasis therefore reflects the two priority areas of activity defined therein, **"qualifications"** and **"vocational training systems"**, and the expectations concerning the outcome of these activities at EU level.

These Action Guidelines were formulated in the light of the completion of the Single Market and in the spirit of the Maastricht Treaties. The latter provide a contractual framework for a European social and economic area in which particular importance is attached to the principle of subsidiarity. The Action Guidelines were also influenced by the enlargement to include the EFTA states, a process which was acquiring a tangibly clear profile in the year under review.

The period covered by the Action Guidelines is clearly one of fundamental change in socio-economic structures. All the Member States are having to face up to changes which are affecting education and production systems and the organization and nature of work. This state of flux is making it difficult to ascertain what qualifications, competences and training opportunities are needed and is questioning the continued validity of traditional conventions, classification systems and the relationships between the various protagonists.

CEDEFOP is required to observe and monitor developments taking place in the field of vocational training. The Centre perceives its role as that of providing an interface between academic institutions and policymakers, as a service centre catering particularly for policymakers and the social partners. It supports the Commission of the European Union by placing its scientific and technical expertise in the service of implementing an EU vocational training policy. The programmatic framework for the Centre's activities is thus to be found in the White Paper "Growth, Competition, Employment - The Challenges and Ways Forward into the 21st Century", the White Paper "European Social Policy - A Way Forward for the Union" and in particular in the LEONARDO programme, the Community's framework of reference in the field of vocational training.

The Centre's analytical and evaluation activities are targeted less at national issues than at issues of Europe-wide interest. The underlying premise here is the concept of the "European dimension", a concept, moreover, which extends beyond analysis alone to also cover the exchange of information and experience across national borders.

But merely describing the structures of national education and training systems would not be an adequate approach. Development trends and the methods used by other Member States to solve similar problems are also on the agenda insofar as increasingly internationalizing economies and the emergence of a "European" labour market are raising the need for "navigation charts" to shed light on the vocational training situation. Such information serves as an aid to decision-making, informing where and how influence can be exerted on

phenomena for which the Commission is envisaging initiatives, action plans and programmes at EU level.

By having singled out the above-mentioned programmatic priorities, the Action Guidelines recognise and acknowledge the fundamental structural change taking place in Europe's economy and society. They also give guidance on how the Centre can deploy its resources to maximum effect. A framework plan adopted by the Management Board and in effect since 1993 is introducing reforms to the Centre's working methods and modes of operation.

In its basic structure the 1994 Work Programme followed the lines of that for 1993: the main common feature of the first group was the qualifications issue, that of the second the functioning and development of vocational training systems. In addition it provided for four further projects to promote a direct exchange of information on problem issues in vocational training. Compared with 1993, however, less funding was available in 1994 for the Centre's operational budget. This cutback meant that fewer external studies were commissioned and translation and publication commissions were subjected to more rigorous scrutiny.

This scale-down was in line with the restructuring process decided on by the Management Board. It also complied with a request addressed to the Management Board by the European Parliament in a decision of 22 April 1993 (Official Journal of the European Communities, no. L 155/87) concerning in particular improving "the division of labour between in-house staff and outside consultants and ... internal evaluation procedures ...".

In accordance with the "Framework Agreement on Modalities for CEDEFOP-EFTA Cooperation Within the EEA Agreement as of 1.1.1994", which was adopted unanimously by the Management Board on 25 March 1994, the EFTA states participated in the Centre's 1994 project activities. Finland also accepted and acted on an invitation to second an expert to the Centre on a fixed-term basis.

CEDEFOP has reached a crossroads, not only with regard to its position within the European context but also with regard to its internal structure. The surprising decision of the Heads of State and Government of 29 October 1993 to transfer CEDEFOP to Greece has had a lasting impact on the Centre's functional ability. The official seat of the Centre since 1 September 1994 has been Thessaloniki; until further notice, however, the Centre will continue to transact its business in Berlin.

Dr. Ernst Piehl left his post as Director of the Centre in spring 1994, rendering this post vacant as of 1 May 1994. Corrado Politi's term of office as Deputy Director expired in October 1994. Their successors took up their appointments at the Centre in October 1994. The Directorate of the Centre is now composed of the following members: Director: Johan van Rens; Deputy Directors: Enrique Retuerto de la Torre and Stavros Stavrou.

Qualifications

The projects carried out under this priority area of activity aimed to shed more light on the coverage of and need for vocational qualifications. They involved on the one hand setting up or improving information systems on qualifications and occupational competences and their validation within Member States or at European Union level. These information systems are to help promote workforce mobility in Europe.

A further aspect involved investigating qualifications from a more dynamic perspective. Here, recourse was had to project work carried out in previous years. The main focus of interest was the term "competence": how is it understood and used in the various countries and contexts; can it make a contribution towards reaching the EU goal of achieving comparability and transparency in the field of vocational qualifications?

Finally, sectoral surveys carried out within the framework of the FORCE programme explored how companies draw up training programmes and mobilize internal and external resources in order to meet their needs for skilled manpower.

At a more general level, the activities carried out in the year under review laid the foundations for systematically forecasting the development of occupations and occupational qualifications.

Transparency of qualifications, occupational competences and their validation

(1) The **model portfolio** was tested under the stewardship of the Commission and in cooperation with the competent bodies in the Member States. For this purpose a questionnaire was sent out to employers and employees in all Member States. The test phase is to end with the completion of a synthesis report by NCVQ/London in early 1995. CEDEFOP participated in the expert meetings in an advisory capacity.

The portfolio is be to used for Europe-wide job placement within the framework of the EURES system. It became clear during the test phase that the portfolio alone can do little to improve transparency and that flanking measures are needed. One such measure might be to network qualifications databases already existing or now being set up in some Member States; this would provide a supplement to the information contained in the portfolio by giving access to the corresponding basic information on national certification systems, training systems and/or the ways in which competences are acquired.

(2) Following up the previous year's work on a **network of databases on qualifications (European qualifications network)**, the demonstration system developed in 1993 was presented as a qualifications database on disk and circulated to a group of potential users for their opinion. A trilateral team was given a mandate to develop procedures for networking existing databases.

The written enquiries to assess the demonstration system were coordinated by Guildford Educational Services Ltd. CEDEFOP sent out an accompanying letter to over 130 organizations and individuals in all Member States requesting that they participate in evaluating the merits of the system. The addressees were the corresponding members of the Management Board plus

- the national coordinators of the comparability system / portfolio activities (see above);
- the CEDEFOP documentary information network;
- the bodies responsible for recognition of qualifications (NARIC network);
- the PETRA vocational counselling and information centres and their coordinators;
- the provisional consortium of database operators set up at CEDEFOP in 1993 and other interested organizations;
- other organizations and individuals who had been nominated by the members of the consortium.

Forty-nine of the addressees responded. A keen interest was expressed in the principle of networking the databases. As the information was supplied using English and to some extent French and German terminology only, it was pointed out that the data would have to be provided in all the official languages. The costs of updating the database were regarded as too high. Many respondents criticised the lack of an occupational classification and of system-specific data. Job placement agencies and vocational guidance and information services are seen as the main target group.

A commission for carrying out a more extensive study on establishing a "European qualifications network" was awarded to a trilateral team composed of BW Verlag/Nuremberg, Centre Inffo/Paris and NCVQ/London. These three institutions have direct access to or themselves operate the relevant databases in their respective Member States.

The study takes account of the relevant needs, activities and experiences of all EU Member States with a view to creating an "open" network. Particular attention is given to questions of funding, maintenance, technical feasibility, and the structure of the data; other aspects addressed included authorisation to access the system, data privacy, etc. Interim findings are to be communicated to CEDEFOP in April 1995. The above-mentioned provisional consortium will then convene with representatives of the Commission (DG XXII and EURES) and the social partners to present its views on the findings.

(3) In response to requests from organizations and individuals, the publications on the comparability system and the recognition of regulated occupa ions were dispatched to the interested parties together with information on using these tools. In addition, a marketing initiative carried out by the Centre provided for the dispatch of relevant articles published in

the "CEDEFOP Panorama" series and the disk on occupational profiles.

The disk, which describes occupational profiles via keywords listed in all the official languages, met with keen interest: approx. 1,200 disks were dispatched on request. Its data content, subsequently supplemented with specialized glossaries and additional information, was reprocessed for reproduction in the form of a separate database. This will be marketed from 1995 on in CD ROM format. It seems that the database will be useful not only for the targeted information services but also and particularly for translators, interpreters, terminologists and other linguists.

To accompany the above disk / CD ROM database, CEDEFOP published a brochure containing status and trend information on the supply of and demand for skilled manpower in the various sectors. Various national vocational training institutions and other interested organizations submitted requests to the project coordinator for ad-hoc information. A special-interest issue of "CEDEFOP panorama" was therefore published on the subject; intended as a policymaking aid, this publication goes some way towards complying with the numerous requests for the Centre to provide such counselling services (cf. the Management Board discussion on the basis of the Mallet Report 1993).

Trends in relationships between training and employment

The aim of this project is to provide information on developments in the contents and levels of qualifications in the EU Member States and on changing skill needs and how the various actors in the education, vocational training and production systems are responding to these changing needs. The project itself was a response to a request made by the social partners, governments and the Commission for more information on these changes.

From the methodology viewpoint, the project involved a number of interrelated activities to synthesize and analyse information and findings obtained from various CEDEFOP projects launched in 1993. The aim was not only to "cross-fertilize" the results of originally separate projects in order to establish links between them but also to identify new questions warranting in-depth analysis.

The project, based on a group work approach, initially sought to extract a greater "yield" from the existing findings. It was not successful. The reasons for the shortfall were the circumstances which resulted in a considerable reduction in the manpower hours assignable to the project in the first six months of 1994.

The first part of the project concentrated on the semantics of the concepts "competence" and "qualification". The latter term is used to mean different things in the national contexts (D, F, NL, P). Given the state of the discussion on these concepts and the attempts made by

various disciplines to clarify them (sociology of work, work economics, personnel management), the need for action here seemed to be acute. Experts from various specialized fields (sociology of work, economics, education science) and representatives of the social partners from various Member States convened at a meeting to discuss national and discipline-specific usages in order to produce an impression of how the concept "competence" is used at EU level.

The investigations confirmed the multiple meaning of a term which seems to have as many definitions as it has application contexts. They also highlighted the difference between countries which have no debate on the term and those in which such a debate is increasingly penetrating into theory and practice. In the latter it is of relevance in reviewing training contents and formats, in corporate personnel policy, and in the development of classification instruments and national standards.

Probably the most important finding was that recourse to the concept of "competence" is indicative of certain challenges facing actors at both EU and national level: individualisation of training tracks and occupational trajectories; attempts to harmonize the training sector with the production sector; recognition and validation of knowledge acquired from experience. The synthesis report, which is scheduled for publication at the end of the first quarter of 1995, addresses all these issues.

The general analysis of the concept "competence" was supplemented by two studies. One addressed the way in which companies respond to changing competences and qualifications (study on the banking sector). The other examined the emergence of new occupational profiles (study on qualifications in the network management field) from the viewpoint of their implications for training. The study on the banking sector was completed in the form of a synthesis report. In the data network management field, six national reports were drawn up (D, F, I, P, UK, NL) and three meetings were organized to allow computer scientists and vocational training experts to review and verify the interim findings. A summary report was produced.

The second of the interrelated activities was an in-depth analysis of new forms of exclusion from society which result from the changing qualifications situation and, further upstream, recent developments in production systems and work organization and content. A further subject of interest here were the resulting implications for the relationship between initial training and work experience and between educational background and employment situation. The topic is to be studied further within the framework of the 1995 Work Programme.

Sectoral surveys on training plans - FORCE

The **sectoral surveys** analysed how training plans and continuing training measures are drawn up in the companies investigated - largely small and medium enterprises. In the field of continuing training the investigations covered both activities implemented in compliance with

collectively agreed and statutory provisions and efforts made to support the least skilled workers, part-time employees and workers whose jobs are at risk. CEDEFOP's role in the project was to coordinate the project activities and ensure procedural uniformity in the project's implementation.

The idea of the project is to promote continuing training in small and medium enterprises. A Guide was drawn up specifically for the retail trade sector which outlines the training activities within the framework of the corresponding FORCE survey. Again for the retail trade sector, regional centres were set up to determine training needs and analyse access to training programmes. The centres are to be linked in a network format with a view to stimulating the exchange of experience and promoting cooperation.

The year under review saw the publication of the studies produced over the two previous years on the retail trade sector, certain areas of the motor vehicle trade and the food and beverages industry. Work commenced to translate and publish the remaining studies in this series. A "Guide" reporting on innovative initial training schemes in the retail trade sector was published in English and Spanish.

Two pilot projects were also launched. The first addresses interrelations at sectoral level between the food and beverage industry on the one hand and the retail trade sector on the other and the implications of these interrelations for vocational training. The second project is intended to chart out a new occupational profile in the automobile industry, that of the mechanic-electrician. The project is examining the interrelations between the occupational profiles of the electrician and the vehicle mechanic and their implications for continuing training. A project follow-up group was set up in order to promote the social dialogue in the sectors concerned.

Vocational training systems

One section of the work carried out under this heading was concerned with producing a continuous flow of up-to-date information on the structure, functioning and development of the vocational training systems in the Member States. This work included publication of twelve national monographs on vocational training systems and conceptual and practical preparation for the new Guide, which will be a comparative description of the vocational training systems and the changes taking place therein.

A number of projects analysed problems arising from the interactions between initial training systems, employment and the labour market at various levels and from different viewpoints. One such project, for example, investigated the extent to which vocational training systems are prepared to perceive training as a continuous process and presented the findings in the form of strategies allowing for different combinations of forms of training, training contents and time slots for training.

The analysis of the need for vocational counselling among different categories of young people was completed. Also reviewed in this connection were the modules developed within the framework of the projects on training to prepare vocational counsellors for introducing a European dimension into their work. The investigations on special training measures for this group focused on the front-line protagonists in the vocational training sector: teachers employed at vocational schools and in-company trainers.

Analytical and transversal descriptions of the vocational training systems in the European Union (on-going activity)

This work on this project involved publishing monographs on the vocational training systems in the Member States and drafting and producing a new comparative description of vocational training systems in the European Union (the CEDEFOP Guide).

(1) Publishing the **monographs** on the vocational training systems in the Member States involved a lot of detailed work during the finalization stage. By the end of the year all the monographs had been published in their original language (those on France and the United Kingdom had been published in 1993) and some also as translated versions. The intention is to publish all the monographs in their original language version plus translations thereof in English, French, German and either Italian or Spanish. The series will ultimately comprise 60 publications.

The shortage of manpower and uncertainty regarding the project funding (in 1994 the project needed six times the funding envisaged in the initial budget) meant that only initial steps could be taken to analyse the monographs. Only scant progress was likewise made in acting on provisional plans to computerize the systems for archiving and updating the monographs. A meeting to discuss the computerization plan was convened for January 1995.

Contacts with EURYDICE were maintained throughout the year in order to ensure the

necessary consistency between the national dossiers on education systems compiled by EURYDICE and the monographs published by the Centre.

(2) The **"CEDEFOP Guide"** project involves preparing a series of 12 easily comprehensible "pen pictures" of the vocational training situation in the Member States and a glossary of 20 core vocational training terms together with explanations of their usage in the various Member States.

The work carried out in 1994 was mainly confined to finalizing the "pen pictures". The contributions from the authors, which differed in terms of form, content, presentation and statistical material supplied, needed intensive revision, updating and adaptation in order to give the overall publication a uniform editorial profile. This finalization work incurred a considerable delay in completing the project.

As a parallel activity, a tendering procedure was carried out for the graphic design of the Guide. Work also started on examining how a computerised infrastructure for producing and publishing the Guide could be made to fit in with the Centre's future database systems. The aim here is to allow for more rapid and less costly updating of the publication and the use of new forms of presentation.

The correlation between compulsory education, initial and continuing training, adult education

In its Recommendation of 30 June 1993 on access to continuing vocational training (Official Journal of the European Communities No. L 181/37 of 23.07.1993), the Council of the European Communities called for a policy which provides for access to vocational training for all and offers training opportunities throughout each individual's lifetime. This project supported the Commission in its work to initiate a lifelong learning process which is to be strategically applied in the struggle against unemployment and shortages of certain categories of manpower.

The activities to identify correlations between education, initial training, continuing training and adult education covered ten Member States and two EFTA states. The Centre collected and analysed national reports, and a meeting of the authors was held in November in order to begin summarizing the findings. The two EFTA states concerned, Norway and Sweden, published their national reports at their own expense.

Could the study identify links and interfaces between the various training contents, types, times and venues? Three principles were found to be currently governing the changes taking place in training structures: personalization, which focuses attention on the learner; decentralization, whereby responsibility is increasingly being delegated to local authorities; and partnership, which calls for cooperation between public and private institutions.

The main weaknesses in structuring training to allow for a progressive build-up of knowledge have already been recognized and some reforms introduced. Where these weaknesses concern the internal structure of the systems, the reaction might be to:

- abolish dead-end training tracks and age-specific access restrictions;
- establish equivalence between different training tracks;
- modularize qualifications and more flexible instruction formats;
- design certification to reflect competences.

Where, on the other hand, the weaknesses concern outward links with working life, the possibilities under discussion include:

- "dualizing" training and assigning greater responsibility to employers;
- facilitating the transition from school to working life;
- recognizing knowledge acquired outside traditional educational institutions (the Centre published the findings of a comparative study (UK/FR) on this subject in 1994);
- offering financial incentives and other special measures to facilitate alternating from work to training and back to work.

Vocational guidance

The main aim of the Centre's activities in the field of vocational guidance in 1994, the final year of the PETRA programme, was to support the Commission and the Member States in applying the experiences, findings and recommendations from the outgoing programme to the new programmes, LEONARDO, SOCRATES, etc., and facilitating the transition period.

As envisaged, the project adhered to the time schedule of Action III (vocational guidance) of the PETRA programme. The project findings were presented at the final conference on "The new role of vocational guidance in the context of the European Single Market" organized by TFHR at the end of November. They had been drawn from studies to "determine the need for vocational counselling among target groups of young people under 28 years of age in the European Community", which the Centre had had drawn up in 1993 and 1994. The Centre published each of the 12 national reports in two or three languages and the summary report in five languages.

Following up the CEDEFOP studies and in association with TFHR and a small research group representing four Member States, the Centre developed proposals to introduce new concepts and methods into the work of vocational guidance services which are more closely geared to the counselling needs of the 22 different target groups studied. The list of proposals served as a basis for the discussions held by one of the four working groups at the final conference. The findings were communicated to the competent political bodies in the Member States with a view to having the experience gained from Action III of the PETRA programme put to good use in future programmes, e.g. LEONARDO.

The Centre continued to play a role in the continuing training seminars for vocational counsellors for whom the European dimension is relevant which were organized by the Member States within the framework of Action III of the PETRA programme. The main topics of these seminars were the occupational profiles of vocational counsellors in the Member States and the initial and continuing training available to them. The seminars drew heavily of the CEDEFOP studies on occupational profiles and the training of vocational counsellors and were supported by presentations and discussion inputs by representatives of the Centre. The seminar discussion on "The need for counselling on mobility among different categories of young people", an issue which had been analysed in detail in the CEDEFOP studies, offered an occasion for the vocational counsellors present to compare and contrast the findings of the study material with their own practical experience in this field.

CEDEFOP organized a panel discussion on needs-oriented vocational counselling at the 15th International Conference of the International Association for Educational and Vocational Guidance (IAEVG) held in Madrid. A keen interest was shown in the meeting, particularly among representatives of the USA and countries of Latin America.

CEDEFOP continued its involvement in the PETRA programme activity to establish national resource centres, mainly by offering consultancy services on setting up documentation centres and access to specific materials with a view to counselling young people aged between 16 and 28 years on mobility issues, the main task of these centres. The Centre also supplied inputs on the recognition of vocational qualifications for the continuing training seminars organized by EURES (EUROTRAIN).

Training of trainers

This project had two objectives: to develop a "common language" for Europe on this subject and to improve the supply of information on training opportunities for trainers.

With regard to the former, the Centre is examining the roles of trainers and their respective training backgrounds in certain Member States taken as examples. The study is required to identify the characteristics of current reforms which are of relevance to public-sector and private-sector decision-makers in the field of vocational training. The Centre's approach is to produce comparative information on the training of trainers. For this, a terminology has to be developed which takes account of national specificities. This terminology is to be developed into a "common language". The lack of systematic studies in this field has meant that no generally valid terms yet exist to serve as the basis for comparative analyses.

In the year under review the project activities centred on producing a report on continuing training schemes for trainers in seven Member States. Preparing the report involved analysing and comparing the training opportunities currently available to trainers in these Member

States, listing trainers' occupational profiles and the initial and continuing training opportunities available to them, reviewing the degree of regulation governing their initial and continuing training, and identifying the most important training agencies in each system.

The study was launched at the beginning of 1994 and covered Germany, the United Kingdom, France and Spain. It made full use of the expertise available from an international network of experts set up by the Centre. The experts acted as a "steering committee" in drawing up the report.

The first volume, covering the above-mentioned countries, is to be followed by a second covering Portugal, Italy, and Ireland. The idea of producing such a compendium emerged within the framework of the Commission's PETRA programme. The publications are intended to serve as a practical supplement to the information media developed for PETRA and FORCE and to enable teachers and trainers who are planning to undertake a study visit or training course to consider as their destination not only their home countries but also other Member States.

Promotion and exchange of experience in the priority areas of interest "qualifications" and "vocational training systems"

Cooperation in the field of vocational training research

As in the past, in 1994 the Centre continued to serve as a point of convergence for information on current research activities in the field of vocational training. In accordance with the wishes of the Management Board and the research institutions concerned, this project sought to improve and strengthen cooperation between vocational training research institutions.

A number of studies were carried out in 1994 to introduce more transparency in the fields of qualifications, vocational training systems, and vocational training research. They were to describe and characterize the structures and mechanisms on which vocational training research is based in the Member States. The resulting "cartography" will also help identify cooperation structures and networks at both national and EU level.

The findings of the studies reflect the different legal, administrative and institutional contexts which influence the various aspects of vocational training research. Particular attention was given to describing interactions between government institutions responsible for vocational training policy on the one hand and research institutes / universities on the other. Other issues addressed included the funding of research, the relationship between basic and applied research and interdisciplinary approaches to specific topics.

The studies provide the foundation for a work programme to be carried out in 1995 which is intended to facilitate interaction at the various levels, particularly at the level of the enlarged European Union.

1994 also saw the publication of the first edition of the European Directory of current research projects in the field of vocational training, an instrument designed to encourage cooperation in the field of vocational training research. The Directory currently lists ca. 300 project entries, describing for each entry the research profile (objectives and activities), the methodology, and the envisaged output. It also contains information on the commissioning body and the research institute commissioned with the project.

The Directory exists both in printed form and on disk. The work to present the data on a computer medium was carried out in the second half of 1994 with a view to dissemination of the disk at the beginning of 1995. Updates will be produced and supplied to the users on a regular basis. Research projects being carried out in the acceding countries will be listed in the Directory once these become Member States.

Because of time scheduling difficulties which arose in connection with the convening of an extraordinary meeting of the Management Board, the CEDEFOP Research Forum was not convened in 1994. The Forum was originally intended to form part of the instrumentarium to promote research cooperation. The topics "key skills" and "modular forms of vocational training", which had previously been addressed by the Forum, were, however, discussed in small working group meetings. These topics are to be examined on a cross-system basis in

1995, thus taking further the studies and reports already produced in several Member States and within the framework of the vocational training programmes of the European Union.

Community Programme of Study Visits for vocational training specialists

In 1994 this project organized 50 study visits in 12 Member States for a total of 513 vocational training specialists. The study visits focused on three topics which were laid down by the Commission and adopted by the Centre in agreement with the National Liaison Officers. The reference framework for the choice was supplied by the Community programmes for:

young people (PETRA programme):
- access to initial vocational training for disadvantaged young people;
- competences and qualifications in working life;
- links between the initial training system, companies and the social partners;
- equality of opportunity;

adults (FORCE programme):
- continuing training in small and medium enterprise;
- continuing training in rural areas;

modern technologies (EUROTECNET programme):
- analysis of the need for key skills;
- training to develop key skills;
- the role of the trainer in developing key skills.

All the study visits included consultations with persons responsible for implementing the Community programmes in the Member State concerned. The visits were organized by the National Liaison Officers in cooperation with local partner organizations. The costs of receiving the guests (interpretation, local travel, local support services) were met by the Member States; those incurred for international travel and accommodation were met by CEDEFOP.

Concerned to maintain quality standards, the Centre carried out an evaluation of the study visits based on the following:

- a survey via a questionnaire which was sent to all participants for anonymous completion;
- evaluation seminars held at the end of each visit;
- the annual reports of the National Liaison Officers;
- the group reports submitted by the participants.

CEDEFOP presented the findings of the evaluation of the 1993 programme at the annual meeting of National Liaison Officers held in Brussels from 9 to 11 February 1994. The survey showed that the participants were satisfied with both the organization of the visits and the scientific programme offered. The "Travel Notes" for the years 1993 and 1994 are now also being analysed as a further source of information for the purposes of programme evaluation; they are to be published in 1995.

The conditions governing the integration into the project of the three acceding countries and

two EFTA states were laid down following discussions held in December with representatives of all five countries concerned.

Special activities to support the social partners

The purpose of this project was to offer an information service responding to specific enquiries from organizations of the social partners and to promote the exchange among them of information and experience in the field of vocational training. With regard to the latter, the Centre also contributed actively within the framework of events held in the Member States. The 5th European Congress on Continuing Education and Training originally planned for 1994 was not held.

The Work Programme adopted in December 1994 provides for activities to support the social partners. The Director communicated a document for discussion on the type of services CEDEFOP could provide in 1995 to the representatives of ETUC and UNICE holding observer status on the Management Board with a view to promoting the Social Dialogue. The Centre will develop suitable support activities on the basis of the responses to the document.

"Prix CEDEFOP" - Platform for an exchange of experience between the producers and users of TV programmes concerning education and training

The European Union awards the "Prix CEDEFOP" annually for television broadcasts which excel in providing information on, promoting or delivering vocational training. CEDEFOP aims to encourage TV broadcasting organizations to screen programmes on vocational training in Europe. The competition is open to all TV broadcasting organizations in Europe. The prize award - amounting to up to ECU 10,000 - is intended to contribute towards funding study trips abroad for programme producers.

The European Broadcasting Union, the apex organization of broadcasting organizations with 112 member organizations in 77 countries, officially takes part in the Prix CEDEFOP and awards a special EBU prize within the framework of the competition. The participation of EBU emphasises the international importance of the Prix CEDEFOP as the only European television award in the field of vocational training.

The international jury selected the entry "Der letzte seines Standes - Der Schmied" (The last of his craft - the blacksmith), submitted by Bayerischer Rundfunk, as the winner of the 1994 competition and unanimously awarded the entry a prize of ECU 7,000.

The programme seeks to establish the European cultural heritage in vocational training. Its protagonist, the blacksmith, is portrayed in

narrative which appeals through its modesty. The blacksmith embodies a didactic concept when he trains others irrespective of borders, defends the art in his traditional craft against industrialization, seeks to preserve the "smithy language" and extols the merits of self-made tools.

Because of its technical and artistic merits the jury unanimously decided that this programme should also be awarded the special prize of the European Broadcasting Union.

The second prize, an award of ECU 3,000, was given to the entry "Jobs - Berufe für morgen" (Jobs - tomorrow's occupations), submitted by Westdeutscher Rundfunk. "Jobs" is a five-part television series which targets young people about to make their occupational choice, providing them with information on occupations and encouraging them to opt for a high-quality vocational training. The programme portrays young workers giving an insight into their working lives.

Special commendations were awarded to two entries submitted by the BBC. "Channel hopping" reports in 30-minute magazines on the training and employment opportunities open to young Brits who have the courage to cross the Channel. "Denied the 9 to 5", a socio-political feature on the situation of the disabled in Germany, Italy and the United States, shows that vocational training undergone with disabled people is a beneficial experience: it overcomes prejudice and helps discard unhelpful attitudes.

The award ceremony took place within the framework of an international symposium on "Television - a key to European vocational training". The symposium was organized by the Federal Ministry of Education, Science, Research and Technology acting in cooperation with CEDEFOP within the framework of the German Presidency of the EU and was held at Schloss Raesfeld, Westphalia, from 23 to 25 November 1994. The symposium provided a discussion platform for educational TV experts and representatives of national vocational training institutions and employment services agencies. The vocational training experts thus had an opportunity to articulate specific ideas on how TV can promote vocational training and to discuss these with programme producers. The two main topics of discussion were how vocational training could be better conveyed to a larger audience in Europe through creative innovations in concepts, subject coverage and techniques and how TV could become more closely involved in the new Community education programmes SOCRATES and LEONARDO.

Information, documentation and publication services

1. Library and documentation

This permanent service contributes to the Centre's programme activities by supplying documentary information to all internal and external experts engaged in the Centre's projects, research and other activities. It also responds to external requests for information on vocational training at national and EU level, in particular from decision-makers and researchers associated with EU institutions and their programmes. The library and documentation service thus complements the information services associated with the Centre's other activities - support for research institutions, publications, meetings, etc.

(1) In the case of external enquiries, efforts are made to provide a decentralized service by referring the enquirer to information sources located in his/her Member State. Particularly important in this respect is the Centre's documentary information network, in which one organization in each Member State participates. The Centre also cooperates closely with other international organizations and networks, in particular with the Education Information Network in the European Community (EURYDICE) and the Turin Centre of the International Labour Organization. Two meetings of the full network were convened in 1994 for partners in the network plus representatives from Austria, Finland and Sweden.

The bibliographical database continued to be available on line through the European Space Agency's information retrieval system (ESA-IRS) and is also available on disk to interested members of the network. 1,942 new entries were added to the database in 1994, bringing the total number of entries to over 22,000.

The number of enquiries handled in 1994 declined in comparison to the previous year (some 1,020 in 1994 as opposed to 1,385 in 1993). Further efforts were made to decentralize the service by encouraging enquirers to contact their national network member, but these efforts were mainly to little effect owing to a shortage of resources on the part of the network members.

A monthly mailing was sent out to network members and associated organizations; 287 documents (excerpts from the Official Journal or COM documents, conference documents, etc.) were reproduced in the 1994 mailings. Preparations were also made for disseminating this information internally.

(2) As in previous years the library and documentation service contributed to the publications "Vocational Training" and "CEDEFOP flash special" and various project activities by supplying selected bibliographies and abstracts. Further efforts are needed, however, to better plan and coordinate the documentary input phase and the other phases in the Centre's study and research projects.

(3) The database on vocational training institutions and organizations, which contains some 5,500 entries, was disseminated in disk form (CDS/ISIS software) to the members of the documentary information network. All members were asked to expand and improve the data stock, this being especially important

for Germany, Italy, and to some extent Belgium, countries which have hitherto been underrepresented in the database. Improvements are expected by the end of January 1995. The network members were also encouraged to submit ideas on disseminating the database. As far as the Centre is concerned, a broader-based dissemination policy will depend on the development of a suitable computer system (see point 5 below).

(4) A number of comprehensive dossiers were compiled in 1994. An information dossier containing references from 11 of the 12 Member States was published in English on training for qualification as a hairdresser and beautician. A detailed two-volume dossier was drawn up on the current situation of apprenticeship training in the Member States of the European Union: a volume of national dossiers compiled by the corresponding network members and a second volume containing comparative information drawn up by the Centre. This dossier is to be finalized and published at the beginning of 1995. Work also progressed on a dossier on training for nursing, which could be published in mid-1995. Dossiers on numerous other topics, e.g. training in clockmaking and in caring for the elderly, were compiled on request.

(5) The computer facilities available have been under discussion for some years. The lack of an effective local network which would facilitate computer communication with colleagues and the non-use of E-mail within the network seem to be compromising the efficiency of the service. It was therefore decided that a study would be commissioned to provide information on existing systems and make recommendations for improvements. A restricted tendering procedure resulted in a contract being awarded to Precision Informatica, a company based in Madrid. During the discussions with the consultants it became clear that the scope of the study would have to be expanded to cover all aspects relating to the management of the service, including identifying the groups to whom the information is to be targeted and reflecting on how the management structures could be improved. The final report was submitted in October 1994, and a summary of its findings was discussed with the members of the documentary information network in December 1994. The report makes clear recommendations concerning the internal management of the service and the need for suitable software.

Efforts to make CEDEFOP more effective and efficient will be an important element of the 1995 Work Programme. At the end of 1994 the Management Board adopted a decision to equip each staff member with modern computer facilities before the relocation to Thessaloniki.

2. Publications - Technical unit

This unit is responsible for publishing, marketing and disseminating CEDEFOP publications, including its periodicals "Vocational Training", "CEDEFOP flash special" and "CEDEFOP flash". The unit supports the transfer of knowledge from Member State to Member State, opting here for an approach which combines flexibility in disseminating the Centre's

publications with coherence between readerships, products and dissemination mechanisms.

The unit works closely with the project coordinators, the editorial committee of "Vocational Training", the Directorate and the Office for Official Publications of the European Communities in Luxembourg. It plans and coordinates the entire technical production process with the help of graphic artists, printers and specialists in desktop publishing. It is also responsible for continually updating the mailing lists. Another of its tasks is to represent CEDEFOP, in cooperation with the Commission, at international conferences and exhibitions.

A list of the titles and language versions of all 1994 publications is given in Annex 4.

A) Periodicals

1. European journal "Vocational Training"

The European journal "Vocational Training" is published by CEDEFOP in nine languages. Three issues of "Vocational Training", each with a printrun of 10,000, are published each year for dissemination in all Member States.

The objective of this publication is to promote knowledge and understanding in the Member States of important developments taking place in vocational training. Intended as contributions to national and EU-wide debate on vocational training issues, the articles selected report on policy decisions, research findings and the experience gained with innovative approaches at national and EU level.

"Vocational Training" is published for a wide readership ranging from persons bearing responsibility for vocational training in political, social and economic life to the scientific community. Its content combines research with policy issues.

"Vocational Training" presents three types of information:

- the findings of studies and comparative analyses;
- information on policymaking and the views of policymakers thereon;
- arguments which provoke further analysis and thereby further debate.

The three issues of "Vocational Training" published in 1994 in accordance with the provisions of the 1994 Work Programme addressed the following topics:

- Competences: the word, the facts
- Training and the labour market
- Vocational training in the European context.

Work on the issues for 1995 commenced in 1994. Issue 1/95 on "The new Member States" was finalized, and the preparations for issue 2/95 on "Informal learning within the framework of new organizational structures" were completed. Parallel to the production work, various measures were implemented to consolidate internal cooperation (involving the documentation, translation and publication

services) and external cooperation with the Editorial Committee. Nevertheless it was not possible to overcome the publication backlog in 1994; the problems associated with having the articles translated into certain languages remained unsolved.

2. "CEDEFOP flash special"

This publication, produced in four issues per year, provides information on vocational training in Europe. It is published in three languages (DE, EN, FR) and is mailed to readers free of charge. With a mailing list of ca. 27,000, "CEDEFOP flash special" is the Centre's most widely disseminated publication. Its coverage is presented under a number of headings:

- findings of the Centre's programme activities;
- activities of the social partners in the Member States;
- innovations in vocational training in the Member States;
- bilateral and multilateral cooperation projects;
- conferences and other meetings with an international dimension;
- references to publications.

The information is based partly on press releases and partly on reports and articles published in the daily press which are communicated to the Centre by its network partners and news agencies. The screening and selection process is carried out by an internal editorial committee. All articles are published with an indication of their source and a contact address so that readers can obtain additional information if required.

3. "CEDEFOP flash"

"CEDEFOP flash" aims to inform specific target groups on the findings of the Centre's activities (reports on conferences and informal working meetings, project findings, etc.), and is published regularly in DE, EN and FR and in other languages as required. It is mailed free of charge to some 3,000 readers, mainly

- the social partners and decision-makers in political and administrative life;
- EU institutions and agencies;
- ministries and public bodies in the Member States;
- universities, other institutes of higher education, research institutions, libraries and documentation centres;
- journalists contributing to the daily and specialist press.

Three issues of "CEDEFOP flash" were published in 1994.

B) Occasional publications

These publications are closely linked to the Centre's research activities and are used primarily to disseminate the findings of this work.

1. The **"CEDEFOP panorama"** series presents national studies and documents pertaining to project activities, conferences,

etc. It is disseminated free of charge. Issues of "CEDEFOP panorama" are produced on demand, therefore allowing for greater flexibility, shorter production times and better stock management.

2. The **"CEDEFOP documents"** series mainly reproduces summary reports on the findings from the Centre's project activities. "CEDEFOP documents" are usually published in the nine official languages and marketed through the Office for Official Publications and its national sales offices.

3. Information brochures, manuals, directories, reference works

CEDEFOP produces a number of publications containing basic information such as its annual reports, publications lists, monographs on vocational training systems and the sectoral surveys produced within the framework of the FORCE programme.

C) "CEDEFOP press"

Activities here were cut back severely in 1994, with only three press releases being sent to some 2,000 daily newspapers, specialist journals, news agencies and other media appealing to a broad public.

D) Sales promotion campaigns

Sales of CEDEFOP publications are promoted by low-cost advertising: flyers and advertisements in the Centre's periodicals and the sales catalogues of the Office for Official Publications of the European Communities in Luxembourg, mailings of lists of publications to addressees on the mailing lists of the Centre and the Office for Official Publications, announcements in the Official Journal of the EU, communication of information to national and international databases, directories, guides, etc.

In cooperation with other European institutions and particularly with the members of the documentary information network, the Centre in 1994 again participated in a number of exhibitions run in connection with international trade fairs and conferences on vocational training.

Information brochures, lists of publications, posters and selected publications were also mailed on request to organizers of regional or national conferences and other events on vocational training.

E) Mailing lists

The mailing lists currently contain some 27,000 addresses. They are stored on computer and updated by CEDEFOP. Data are exchanged regularly with the Office for Official Publications. The data files are also accessible to other EU institutions subject to statutory data privacy regulations. The retrieval system accepts enquiries in the categories profession/function, field of interest, and type of organization.

3. Terminology unit

The work on the terminology of vocational training is not a task explicitly laid down in the Regulation governing the establishment of the Centre. It is necessary, however, because of the language provisions applicable to the Centre. Terminology work has always been carried out at CEDEFOP within the framework of one of the Centre's projects.

The comprehensive nine-language glossary "Terminology of Vocational Training" was finalized in 1994. It is the product of an initiative for inter-institutional cooperation launched within the framework of GIIT under the stewardship of CEDEFOP. The glossary is based on the terminology data contained in a series of descriptions of national vocational training systems published by the Centre. The data was compiled in a draft glossary which was subsequently submitted for scrutiny to vocational training experts in the Member States. The experts convened at CEDEFOP on 26 and 27 January 1994 for a critical analysis of the content and finalization of the details for publication.

This first glossary, which covers 300 terms, is to be published in spring 1995. The Centre will continue its activities in the terminology field.

4. Visitor service

The Centre receives on its premises individuals and groups on short visits. The visitors are mainly representatives of the social partners or of public or private bodies engaged in the field of vocational training. The purpose of such visits is usually to obtain information on the Centre's activities and the various Community programmes. The service also welcomes visitors from countries outside the European Union, mainly the EFTA states.

5. Translation service

The translation service carries out the translation and revision work required by the activities and projects laid down in the Centre's Work Programme.

In addition to translating documents, the translators manage a network of freelance translators. In this connection they are responsible for revising all translations translated externally and ensuring that these are consistent in their use of terminology. An increasing proportion of their revision and re-editing work concerns texts written in their language by non-native speakers.

Figures 1 and 2 provide information of the volume of translation and revision work carried out per target language.

6. Interpreting and conference service

The interpreting service is responsible for providing the Centre with the necessary professional interpreters. In accordance with an agreement with the Joint Interpreting and Conference Service of the European Communities (SCIC), the Centre engages interpreters

Figure 1: Number of pages translated per target language

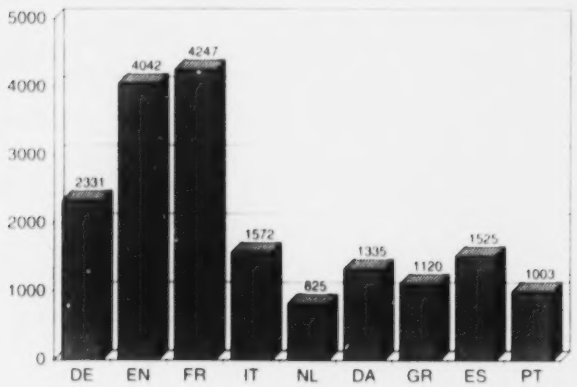
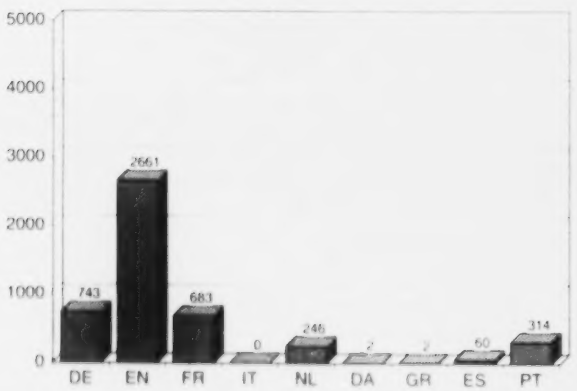


Figure 2: Number of pages re-edited per language



retained by SCIC for work at CEDEFOP under the conditions of an agreement concluded between the Community institutions and the International Association of Conference Interpreters (AIIC).

In 1994 the interpreting and conference service catered for the needs of 56 meetings involving 79 meeting days and corresponding to 579 interpreter days (1993: 790). Included here are 13 meetings held by CEDEFOP outside Berlin. Four meetings needed interpretation from and into all nine official languages of the EU requiring the services of 27 interpreters per day for a total of four days.

The conference service attended to the organizational matters pertaining to all meetings held in Berlin and elsewhere.

A total of 218 meetings were organized in 1994 (1993: 256), amounting to a total of 230.5 meeting days. Of these, 50 were meetings organized by the Centre outside Berlin and 9 were meetings convened by external agencies but held in the Centre's conference rooms.

7. Liaison Office in Brussels

CEDEFOP has maintained a liaison office in Brussels since July 1991. After an initial set-up phase in 1992, the year 1993 had been spent expanding, accelerating and improving cooperation between CEDEFOP and the Task Force. Consultations were held at the end of 1994 on future activities.

In 1994, the reference library, which is used by numerous persons and external visitors, was improved on an on-going basis with the addition of new publications reporting on the activities of the Centre. As in previous years, the services in Brussels were systematically informed on

the work of the Centre, in which a growing interest was noticeable.

Numerous enquiries from the services of the Commission were handled either in Brussels or through the members of the Centre's documentary information network. The liaison office also represented CEDEFOP in receiving a number of groups of visitors.

Through stand-sharing arrangements with EU institutions, CEDEFOP was represented at the following exhibitions in Brussels:

- Salon de l'Etudiant (23 to 27 March 1994)
- European Employment Week (15 to 17 November 1994).

The premises, which the liaison office shares with the European Foundation for the Improvement of Working and Living Conditions, were also used by CEDEFOP for internal meetings with the services of the Commission, for meetings of partner organizations, and for receiving visitors. The offices are located at:

20, avenue d'Auderghem
B-1040 Brussels
Tel.: + 32+2+2338927

Human and Financial Resources

The following figures for the period 1990-1994 illustrate the development of CEDEFOP's activities:

Staff

No. of staff posts provided for in the budget[1]	1990	1991	1992	1993	1994
	67	71	71	76	67

No. of staff occupying posts in December 1994 by category	A[2]	B	C	D	Total
	28	16	19	4	67

Budget appropriations

	1990	1991	1992	1993	1994
Total in ECU	8 988 000	10 390 000	10 838 000	11 922 000	11 100 000
Increase in %	6,89	15,60	4,31	10,00	-6,89

1 *Including local staff*
2 *Including the three members of the Directorate and nine translators*

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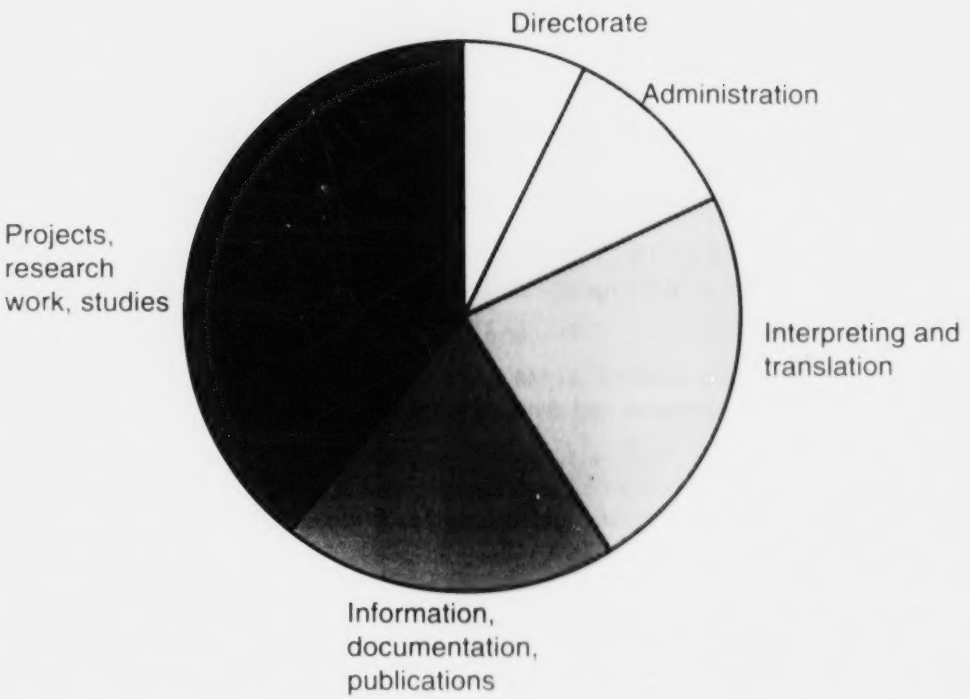
Total expenditure

Year	Total in ECU	Increase in %
1990	8 621 280,29	3,60
1991	10 003 944,23	16,04
1992	10 623 587,86	6,19
1993	11 394 033,54	7,25
1994	10 534 080,62	-7,55

Percentage breakdown of 1994 expenditure

Sector	Expenditure in %
A. Directorate	7,22
B. Administration	10,74
C. Interpreting and translation	23,20
D. Information, documentation and publications	19,60
E. Projects, research work, studies	39,24
	100,00

Expenditure in diagram form



Operational expenditure

	1990	1991	1992	1993	1994
Utilization rate for appropriations to the chapter "operating expenditure" in %	97,58	93,60	98,40	94,07	97,16

Annexes

1. Extract from the Council Regulation establishing CEDEFOP

Official Journal
of the
European Communities

Volume 18 No L 39
13 February 1975
English Edition

Legislation

Contents

I *Acts whose publication is obligatory*

◆ **Regulation (EEC) No 337/75 of the Council of 10 February 1975 establishing a European Centre for the Development of Vocational Training**

Article 2

1. The aim of the centre shall be to assist the Commission in encouraging, at Community level, the promotion and development of vocational training and of in-service training.

To that end, within the framework of the guidelines laid down by the Community, it shall contribute, through its scientific and technical activities, to the implementation of a common vocational training policy.

It shall, in particular, encourage the exchange of information and the comparison of experience.

2. The main tasks of the centre shall be:

- to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure;
- to contribute to the development and coordination of research in the above fields;
- to disseminate all useful documentation and information;
- to encourage and support any initiative likely to facilitate a concerted approach to vocational training problems. The centre's activity in this respect shall deal in particular with the problem of the approximation of standards of vocational training with a view to the mutual recognition of certificates and other documents attesting completion of vocational training;
- to provide a forum for all those concerned.

3. In its activities the Centre shall take into account the links which exist between vocational training and the other branches of education.

2. List of members of the Management Board*

Government representatives:

Belgium	Mr. Alphonse Verlinden
Denmark	Ms. M. B. Paulsen
Germany	Mr. Ulrich Haase
Greece	Mr. Rovertos Spyropoulos
Spain	Mr. A. Elordi Dentici
France	Mr. Jean Courdouan
Ireland	Mr. Martin Lynch
Italy	Mr. Mario Alberigo
Luxembourg	Mr. Jean Tagliaferri
The Netherlands	Mr. Peter van den Dool
Portugal	Mr. Artur Pereira da Mota
United Kingdom	Mr. John K. Fuller

Representatives of employees' organizations:

Belgium	Ms. Anne-Françoise Theunissen
Denmark	Mr. Andy Andresen
Germany	Mr. Oliver Lübke
Greece	Mr. Georgios Dassis
Spain	Mr. José Garcia Perez
France	Ms. Marie-Odile Paulet
Ireland	Mr. Kevin Duffy
Italy	Mr. Emidio Pichelan
Luxembourg	Mr. Mario Castegnaro
The Netherlands	Mr. Kees van der Knaap
Portugal	Mr. João Antonio Gomes Proença
United Kingdom	Mr. Leif Mills

*As of 31 December 1994

Representatives of employers' organizations:

Belgium	Mr. Alfons de Vadder
Denmark	Mr. Finn Pedersen
Germany	Mr. Helmut Brumhard
Greece	Mr. Evangelos Boumis
Spain	Mr. Fernando Moreno Piñero
France	Mr. Daniel van Elslande
Ireland	Ms. Christine Whyte
Italy	Mr. Vincenzo Romano
Luxembourg	Mr. Eugène Muller
The Netherlands	Mr. J. Boersma
Portugal	Mr. Manuel Ferreira Caetano
United Kingdom	Mr. Roy Harrison

Representatives of the Commission of the European Communities:

Mr. Tom O'Dwyer, Director-General
Mr. Achilleas Mitsos
Mr. Ricardo Charters d'Azevedo
Mr. Force Human Resources, Education, Training and Youth

Observers

Mr. Andrew Moore
Union of Industries of the European Community (UNICE)

Ms. Maria Helena André
European Trade Union Confederation (CES)

3. List of staff

As of 31 December 1994, the Centre had a staff of 67.

Directorate

3 A posts:	Johan van Rens, Director		
	Enrique Retuerto de la Torre, Deputy Director		
	Stavros Stavrou, Deputy Director		
1 B post:	Georg Biekötter		
3 C posts:	Christine Sonzogni	Marise Alberts[4]	Nicole Weyland[3]

Studies and periodicals

12 A posts:	Michael Adams [2]	Benoist Bazin
	Tina Bertzeletou	Gesa Chomé
	Francis Alan Clarke	Duccio Guerra
	Africa Melis	Maria Pierret
	Fernanda Reis	Frédérique Rychener
	Burkart Sellin	Norbert Wollschläger
1 B post:	Florence Bonnefoy	
11 C posts:	Gundula Bock	Madeleine Cazals
	Heidi Führmann	Sandra Hayman[1]
	Paola Lino [1]	Despo Mourmouris [1]
	Carola Müller[1]	Heinz Neumann
	Amaia Rodriguez [1]	Marlies van Hoof
	Antonio Vasques [1]	

Publications

1 A post:	Bernd Möhlmann	2 D post:	Gösta Friese
1 B post:	Barbara de Souza		Peter Mögenburg

(1) Employed part-time in the Translation Service
(2) Employed part-time in the Documention Service
(3) Employed part-time in the Publication service
(4) Employed part-time in the Studies and Periodicals Service

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Information and documentation

1 A post:	Michael Adams[4]	
5 B posts:	Martina NiCheallaigh	
	Maryse Peschel	
	Catherine Presle	
	Letizia Weiss	
	Marieke Zwanink (Brussels)	

Interpretation and conference service

1 A post:	Brigitte Linshöft-Stiller (Head)	
2 C posts:	Doris Herrmann	Ingrid Zagerski

Translation service

9 A posts:	Giancarlo Caronello	Gwenaëlle Diquélou
	Anna-Grethe Dolberg-Schomburg	Birgit Domscheit
	Agnes Heuer	Chantal Jereczek
	Colin McCullough	Luis Felipe Orobon
	Maria Tavlaridou-Steuck	
1 B post:	Alison Clark	

Administration and general services

2 A posts:	Marino Riva (Head)	Volker Wurl
7 B posts:	Anton Atayee	Chantal Cambrelin
	Athanasia Kalpakidi	Grazyna Kropidlowska
	Guy Münster	Sabine Reich
	Bernhard Ziech	
3 C posts:	Hildegard Cernitori	Marion Strissel
	Marie-Jeanne Tchdry	
2 D posts:	Joachim Pahl	Rita Vogel

4. List of CEDEFOP publications which appeared 1994

No.	Title	Language version(s)
	Vocational training systems	
1	Beroepsopleiding in België	NL
2	La formación profesional en Dinamarca	DA, ES
3	Das Berufsbildungssystem in der Bundesrepublik Deutschland	DE
4	Das Berufsbildungssystem in Griechenland	DE
5	El sistema de formación profesional en España	ES
6	Vocational education and training in France	DE, EN, ES, IT, PT
7	Vocational education and training in Ireland	EN
8	I sistemi di formazione professionale in Italia	IT
9	Le système de formation professionnelle au Luxembourg	FR
10	Vocational education and training in the Netherlands	EN, NL
11	O sistema de formação profissional em Portugal	PT
12	Das Berufsbildungssystem im Vereinigten Königreich	DE, ES, IT, PT
	Panorama	
13	Identification et validation des savoir-faire et des connaissances acquises dans la vie et les expériences de travail Rapport comparatif - France/Royaume-Uni Identification and accreditation of skill and knowledge acquired through life and work experience Comparative report of practice in France and the United Kingdom	EN/FR
14	Vocational training in Europe: Towards a modular form?	DE, EN, FR

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No.	Title	Language version(s)
15	Evolution de la structure des qualifications pour les emplois liés aux réseaux	FR
16	Recent developments in the youth policy field on the European Level - a summary of the new programmes' content and objectives	EN
17	Etude sur l'évaluation et la reconnaissance des qualifications dans le domaine de la restauration et réhabilitation du patrimoine architectural - rapport de synthèse	FR
	Continuing education and training	
18	FORÇE : Training in the motor vehicle repair and sales sector in Belgium	EN
19	FORCE : Training in the motor vehicle repair and sales sector in Germany	EN
20	FORCE : Training in the motor vehicle repair and sales sector in Greece	EN
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